

Vendor Demonstration Agreement/Loan Agreement

- Whenever a Contractor or Vendor offers a free product or service for demonstration purposes, a Demonstration Agreement/Loan Agreement is the recommended approach to formalize the process and ensure no costs or unreasonable liability is incurred by the Army. The Installation Division of SRCC-E is responsible for the Ft McPherson Vendor Demonstration Agreement/Loan Agreement program. SRCC-E Legal Counsel has furnished sample agreements for a variety of uses.
- If a call is received from a Government activity the person answering the phone will gather enough data to contact the vendor. Chief, Installation Division may be contacted to insure use of the most current version of the Demonstration/Loan Agreement form.
- The vendor is required to complete the Vendor Demonstration/Loan Agreement. Vendors shall be informed that the agreement is to be signed only by company “management officials” authorized to bind the company, not sales personnel or administrative employees. The form is attached and may be faxed to vendor and then returned to Contracting.
- Upon receipt of signed and completed form from the vendor, it will be routed to the Chief of Installation Division for Contracting Officer review, approval, and signature.
- Upon completion and approval by the Contracting Officer, a signed copy will be returned to the Vendor. A copy will also be provided to the technical activity seeking the agreement. The Contracting Officer will retain a signed copy for the suspense file.
- If the request was for a demonstration in a public place, an additional copy of the agreement will be provided to Ft McPherson Directorate of Community Activities.
- If the request is for a loan agreement, it will be placed in a suspense file for the ending date of the loan. On that date the Contracting Officer will contact the activity to ensure that loaned equipment is inspected and returned and that the vendor has received the item.
- Vendors should be encouraged to hold all vendor demonstrations in on-Post public facilities or other “open” areas, and not in individual offices or directorates.
- A copy of vendor demonstration agreements for IT equipment will be provided to the Fort McPherson, Directorate of Community Activities (DPCA) and Directorate of Information Management (DOIM).

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- Although the terms of the vendor agreement are explicit in this regard, Vendors shall also be orally advised that execution of the vendor demo agreement is never to be viewed as even an implied commitment from the government to purchase or otherwise procure the “exhibited or trial” items or services from the contractor.
- The current version of the SRCC-E Vendor Demonstration Agreement/Loan Agreement format is provided in a separate document. The terms of this agreement form change periodically, and Chief, Installation Division should be contacted for any updates.